



## A GUIDE FOR THE ON-SITE REVIEW PROCESS

MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF EARLY CHILDHOOD EDUCATION  
AND  
FAMILY SERVICES

## FORWARD

This guide has been developed to support administrators of Michigan 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Program as they prepare for a visit by the On-Site Review Team (Consultants) from the Michigan Department of Education, Office of Early Childhood Education and Family Services. One of the keys to a successful review is the advance preparation by the leadership and teaching team.

If you need assistance while preparing for the On-Site Review, or in the follow-up compliance phase, you may contact:

Bill Witt, Supervisor  
Lorraine Thoreson, Consultant  
John Taylor, Consultant

Michigan Department of Education  
Office of Early Childhood Education and Family Services  
P.O. Box 30008  
Lansing, MI 48909  
(517) 373-8483

## Table of Contents

<b>I. THE ON-SITE REVIEW .....</b>	<b>1</b>
A. SCHEDULING.....	1
B. DEVELOPING THE ON-SITE AGENDA .....	2
C. ENTRANCE INTERVIEW .....	2
D. SITE VISIT .....	3
E. DOCUMENTATION REVIEW .....	3
F. EXIT INTERVIEW .....	4
<b>II. ON-SITE PREPARATION CHECKLIST.....</b>	<b>5</b>
<b>III.THE COMPLIANCE PLAN .....</b>	<b>6</b>

## I. THE ON-SITE REVIEW

### A. SCHEDULING

It is important that all relevant staff in the school system or community agency be notified that an On-Site Review will be conducted. You should allow adequate notification prior to the scheduled date. Certain staff members are recommended to participate directly in the On-Site Review (refer to page 2). Plan the On-Site Review with these considerations in mind:

- On-Site Reviews are conducted in two days. Large programs operating in more than one site may require more than two days.
- Consultant(s) from the Office of Early Childhood Education and Family Services will conduct all On-Site Reviews. A two- or three-member team may review large districts and grantees.
- All arrangements for the On-Site Review should be made prior to the time the entrance interview is held:
  - The Office of Early Childhood Education and Family Services will be responsible for scheduling and conducting the On-Site Reviews and for reporting the results of the findings. Samples of the *On-site Agenda*, *Sign-in Sheets*, and *On-site Monitoring Document forms* will be forwarded in advance of the meeting.
  - The local district or agency will be responsible for compiling and assembling all requested staff, materials, documents, and records in a central location. Location and address of the site for the entrance interview should be forwarded to the Office of Early Childhood Education and Family Services at least two days prior to the scheduled date (send via e-mail to [stoela@michigan.gov](mailto:stoela@michigan.gov) or fax to 517-335-0592).
- A specific place should be reserved for the review of documents. The location for the documentation review should be private and away from other activities. The consultant(s) will need electrical outlets for computer use during the review of documents.
- An On-Site Review Team member will observe one to three of the 21<sup>st</sup> CCLC sessions for at least one hour each. The number of activities to be observed will be determined by the Michigan Department of Education Consultant(s).

## B. DEVELOPING THE ON-SITE AGENDA

The agenda for the on-site monitoring visit will be as follows:

### **Day 1**

Entrance Interview	Grantee Team & Consultant(s)	(45 minutes)
Introductions	All	
Review of procedures	Consultant(s)	
Program overview	Grantee Team	
Site Visit		(2-3 hours)
Consultant(s) visits 1-3 sites	Consultant(s) and Site Coordinator(s)	

### **Day 2**

Documentation Review	Consultant(s) and Project Director	(2 hours)
Consultant(s) reviews project materials (assembled by the grantee team) using the <i>On-site Monitoring Documentation</i> form and interviews project director for clarification on specific items.		
Exit Interview	Consultant(s) and Grantee Team	(1 hour)
Consultant(s) reviews on-site materials, observations, findings, improvement plan and timelines (if required).		

## C. ENTRANCE INTERVIEW

The activities for the day will begin with an entrance interview. The purpose of this meeting is to introduce the On-Site Review Team to local agency personnel, to provide background information concerning the components and procedures of the review, to discuss the required reports, and to provide an overview of on-site activities.

The following personnel are required to attend the entrance interview:

- Project Director
- Site Coordinator(s)
- Local evaluator

The following may be invited to attend:

- Superintendent/Executive Director
- Instructor(s)
- Other program staff
- Business or financial representative
- Parent(s)
- Community partner(s)
- Volunteer representative(s)

The location of the entrance interview is determined by the project director and should be forwarded to the Office of Early Childhood Education and Family Services at least two days prior to the scheduled date. The time of the interview will be arranged by the consultant and the project director.

The project director will be responsible for:

- Calling the entrance interview meeting to order
- Introducing the On-Site Review Team
- Arranging for an overview of the 21<sup>st</sup> CCLC Program to explain such things as:
  - The size of the school population or program clientele
  - The type of programs and services offered
  - The strong points, accomplishments, and problem areas of the district/agency in its efforts to implement the program
  - The general philosophy of the district/agency in relation to the 21<sup>st</sup> CCLC program

The MDE On-Site Review Team will be responsible for:

- Explaining the overall plan and procedures for the on-site visit
- Responding to questions about the 21<sup>st</sup> CCLC Program and/or the On-Site Review

#### D. SITE VISIT

Each program site should be prepared for at least a one (1) hour observation. The review team will select which site(s) will be visited. All sites will not necessarily be included in the observation portion of the on-site review.

The observation time and site may be changed at the Review Team's discretion depending on the number of sessions/activities to be observed, time of day, and/or activities in progress.

#### E. DOCUMENTATION REVIEW

The project director should be prepared to provide information concerning implementation and compliance of program components as described in the *On-site Monitoring Documentation* form.

Each row of the requirements should be addressed with written documentation. It is recommended that for ease and clarity the project director create a documentation file or binder with a section for written documentation to verify each requirement.

Records for the 21<sup>st</sup> CCLC program are entered regularly into the EZReports Data System and may be reviewed by the On-Site Review Team prior to the visit. All of the records must be completed and up to date prior to the visit. However, additional documentation of these records (such as student daily sign-in sheets) may be requested and must be compiled and assembled in one place prior to the time the entrance interview is held.

## F. EXIT INTERVIEW

An exit interview will be held at the end of the on-site visit. The exit interview is designed to provide preliminary impressions, findings, and timelines. Written reports will include:

- Completed *On-Site Monitoring Documentation* form
- Completed *Entrance and Exit Interview sign-in sheets*
- On-site Visit Report form
- Compliance Plan, if applicable

The following personnel are required to attend the exit interview:

- Project Director
- Site Coordinator(s)
- Local evaluator

The following may be invited to attend:

- Superintendent/Executive Director
- Instructor(s)
- Other program staff
- Business or financial representative
- Parent(s)
- Community partner(s)
- Volunteer representative(s)

## II. ON-SITE PREPARATION CHECKLIST

This checklist is designed to aid those who are directly responsible for coordinating the on-site activities.

HAVE YOU...	Yes	No
Arranged for the entrance and exit interviews (location/time)?	_____	_____
Scheduled staff members required to attend the entrance, and exit interviews and informed them of the date/location/time?	_____	_____
Contacted the consultant with Early Childhood Education and Family Services (517) 373-8483 to confirm the time and location of the entrance interview meeting?	_____	_____
Reserved a suitable place for reviewing records and, if necessary, conducting interviews?	_____	_____
Notified the project staff that an On-Site Review will be conducted and informed them of what to expect?	_____	_____
Assembled a binder or file of the written documentation required for each item in the <i>On-site Monitoring Documentation</i> form?	_____	_____
Notified the following persons of the scheduled on-site review:		
Project Director	_____	_____
Site Coordinator(s)	_____	_____
Superintendent(s)/Executive Director(s)	_____	_____
Business Office or Financial Representative(s)	_____	_____
Parent(s), Community Partner(s), Volunteer(s)	_____	_____

### **III. THE COMPLIANCE PLAN**

The Michigan Department of Education Consultant(s) will complete the *On-site Monitoring Documentation* form at the end of the On-Site Review. If the findings reveal any non-compliance areas, the local program should submit, within 14 days, a Compliance Plan for bringing all non-compliance areas into compliance.

The Compliance Plan must include the following information:

1. Name of Grantee (school district, or agency)
2. Date of submission
3. Identification of each non-compliant item
4. Identification of activities, steps, and timeline(s) including specific tasks, that must be accomplished to reach compliance
5. Identification of personnel responsible for initiating and monitoring the specific tasks
6. Identification of technical assistance and resources needed to accomplish specific tasks

Review of compliance will be conducted at the end of the timeline by the Office of Early Childhood Education and Family Services.